

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Assistant Clubhouse Manager	<u>Revision Date:</u>	04/07
			<u>EEO Function:</u>	Parks & Rec
			<u>EEO Code:</u>	Serv-Maint.
			<u>Status:</u>	Non-Exempt
			<u>Control No:</u>	30872

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direct supervision of the Clubhouse Manager, responsible for promoting the game of golf through an operational structure that provides for a first class golf experience at the River Oaks Golf Course. Key responsibilities include pro shop duties, handling cash, scheduling work shifts, and league coordinator.

III. Essential Duties:

- Assist in the clubhouse operation.
- Supervise golf cart operations.
- Assist with the reservation system, starting and monitoring of play.
- Assist, develop and manage the tournament program.
- Assist in the marketing and promotion of River Oaks.
- Responsible for enforcing all golf and club rules.
- Introduce new players to River Oaks Golf Course.
- Register all guests and charge appropriate rates.
- Assist in the supervision and scheduling of golf shop personnel, course hosts, volunteers and marshals.
- Assist with recruitment, hiring, training and supervision of seasonal staff.
- Assist with cash and system controls to ensure the safekeeping of assets, inventory and resources.
- Serve as the Golf League Coordinator.
- Work scheduled shifts as part of a 3 person rotation throughout the year.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.

IV. Qualifications:

**Education:** High school diploma required.

**Experience:** Minimum of 2 years experience in golf operations, clubhouse sales and golf instruction.

**Certificates/Licenses:** Preference given to applicants who are current "class A" members of the Professional Golf Association. Proof required at the time of application. Must possess a valid Utah Driver's License.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, money, tools, etc. Staffing and personnel supervision of golf shop and all golf operations at the club including carts, bag room, locker room, tournaments, and merchandising. Direct responsibility for numerous seasonal employees and volunteers.

**Communication Skills:** Ability to furnish and obtain information from staff ; contact with others requiring tact and judgment to avoid friction; frequent contact with the public; inform department employees about events, policy changes, and other department related programs.

**Tool, Machine, Equipment Operation:** Regular use of telephone, computer, copier, fax machine, calculator, golf equipment and vehicles.

**Knowledge of:** Principles of budgeting; goals and objectives of golf course operations and clubhouse management; CPR, blood borne pathogens, MSDS & OSHA requirements, ADA laws, facility management; correct English usage, spelling and vocabulary; training and staff development in golf operations; teaching and customer service; familiarity with general personnel law, practices and management, including safety procedures and risk management, and effective working relationships with employees and citizens.

**Analytical Ability:** Organize, delegate, and establish meaningful goals, establish effective working relationships with other employees; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision; requires a well developed sense of strategy and timing.

V. Working Conditions

Generally comfortable working conditions with some field work in supervising staff and programs. Job requires great mental effort and extreme mental pressure and fatigue during an average work day; constant exposure to deadlines and evening, weekend and holiday work; frequent stress from managing multiple priorities and interpersonal conflicts. Exposure to various weather conditions.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated description superseded prior descriptions for the same position. Management reserved the right to add or change duties at any time.